



## **JOB DESCRIPTION**

Grants Intern

**Summer | Fall | Winter | 2018**

10-15 hours weekly

Reports to: Liz Washington, Grants Manager

For sixteen years, Kids' Food Basket has been a force for attacking childhood hunger to help young people learn and live well. One in five Michigan children struggles with hunger, robbing them of their energy, health and dignity. Childhood hunger is a community problem, with a community solution. Since 2002, we have grown from serving 125 kids at 2 school sites in Grand Rapids, to now serving nearly 8,000 kids between 37 schools in Grand Rapids, four schools in Muskegon and four schools in Holland. All programs are charitably funded by their individual communities, and made possible through the help of over 250 volunteers every day!

Kids' Food Basket provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, marital status, height, weight, genetic information, qualified disability, or veteran status. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

### **Internship Duties:**

- Assist in organizing and recording grant communications; creation of foundation profiles; administrative grant management duties and data entry support.
- Prospect research, pre-award planning and post-award tracking.

### **Skills and Qualifications**

- Bachelor or Master degree in progress.
- Can work independently as well as collaboratively.
- Excellent written and verbal communication skills.
- Organized with the ability to work in a fast paced, ever changing work environment.
- Possesses skills in project and time management.
- Well versed in computer programs (Microsoft Office required).
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.

### **Physical Activities:**

- Climbing - Ascending or descending ladders, stairs, ramps, poles and the like using feet and legs and /or hands and arms.
- Hearing - Perceiving the nature of sounds at normal speaking levels.
- Light work- Exerting up to 20 pounds of force occasionally, and /or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

**Level I | Part-time Internship with Stipend or College Credit (Prior approval from intern's school needed for College Credit)**

- 150 hours a semester = \$599 stipend or approved College Credit.
- Intern may choose to receive this payment at the end of their 150 hours or receive two payments of \$299.50, with one payment halfway through their internship and the last payment at the culmination of their internship. If chosen, the stipend is provided for non-reimbursed expenses incurred by intern, such as fuel, mileage, parking fees, etc.

**Send cover letter and résumé via email to:** Liz Washington at [lizw@kidsfoodbasket.org](mailto:lizw@kidsfoodbasket.org)  
**Applications will be reviewed as they are received. (NO CALLS PLEASE)**